

CDC & ATSDR WAN NOTIFICATION

The Information Resources Management Office (IRMO), Network Technology Branch (NTB) is implementing a notification system for LAN/WAN related changes, so that we may:

- * Provide timely advice and assistance when appropriate.
- * Help avoid problems before they occur
- * Be able to more readily trace problems when they do occur.
- * Keep better track of changes and problems

By way of accomplishing these goals, IRMO has established an e-mail notification distribution list called "CDC WAN Notification." This notification distribution list consists of NTB staff with expertise in most areas of our LAN/WAN environment, including e-mail, communications, NetWare, routing issues, and server naming and network numbering conventions.

The following types of changes should be reported to this notification mailbox:

- * Downing of NetWare servers/routers (anything that shows up on slists plus DOS/based routers)
- * Bringing up a new file servers/routers
- * Changing of Network numbers
- * Requests for new network numbers
- * Any connecting/disconnecting from campus or global backbone

IRMO requires five working days notice, where possible, especially for server name changes and network numbering changes, as these require coordination with e-mail staff. For changes not requiring anything on IRMO's part give whatever notice is feasible for you. In the case of unplanned outages, posthumous notification is useful and appreciated (this will help us verify the accuracy of logs created by our monitoring software).

Locating Notifications E-mail Items

These e-mail notifications will ultimately be placed in e-mail folders. It would be useful to have descriptive WHO, WHAT, WHEN subject lines to assist in quickly locating them, such as, WHO would actually be the name of an organization or server, WHAT would be a brief description of the action being taken, WHEN would be a "day abbreviation mm/dd" date when the event will or did take place. Attachments, if necessary should be in text format for ease of viewing.

FOR EXAMPLE:

CID-DVD3 --> FCID-DVD-BLDG6, rename, sat 10/24

CEH-OD 286 router: downing, wed 11/13

CCD local nets: renumbering, thu 10/31

CPS OD: new server, mon 11/02

CID-DBD: net 88 -> C11A143, fri 11/6

FOPS-IRM-NTB: unplanned outage, tue 9/22